

Georgia Emergency Management & Homeland Security Agency

Fiscal Year 2019

Local Emergency Management Performance Grants Program



FY 2019 Base Award

Guidance and Support Documents

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FOREWORD

Forwarded herewith is the Fiscal Year (FY) 2019 Georgia Emergency Management Agency & Homeland Security Agency (GEMA/HS) Local Emergency Management Performance Grant Program (EMPG) Funding Guidance for the 159 counties in Georgia as well as the City of Forest Park, and the City of Smyrna, hereto referred to as local Emergency Management Agency (EMA).

I. Purpose

GEMA/HS EMPG provides local EMAs with funding opportunities to enhance the local emergency management (EM) program by providing funds for administration, preparedness activities and exercise and training. An all-hazards approach in the development of a comprehensive program of planning, training, and exercises provides for an effective and consistent response and recovery to disasters or emergencies, regardless of the cause.

II. Period of Performance

The period of performance for the FY 2019 GEMA/HS Local EMPG Program will begin on July 1, 2019 and end June 30, 2020. All project transactions must have occurred during the FY 2019 GEMA/HS EMPG Program Performance Period of July 1, 2019 through June 30, 2020.

III. Eligibility Requirements

Base Award

For a local EMA to be considered eligible to receive the Base Award, the organization must:

- Have completed the FY 2019 GEMA/HS EMPG Base Award Application Package in Georgia EMGrantsPro System. (**Application Period to be determined based upon the receipt of the federal award to GEMA/HS**).
- Have met the terms of the **FY 2018** Performance Partnership Agreement (PPA)
- Have shown satisfactory progress on the **FY 2018 Work Plan** as determined by the Field Coordinator (FC) assigned to the EMA.
- Have submitted all required **FY 2018** and prior Fiscal Years GEMA/HS EMPG administrative documents to GEMA/HS.
- Have complied with all GEMA/HS Finance requirements.

IV. Project Funding

All FY 2019 GEMA/HS EMPG Awards require a 50/50 (dollar for dollar) non-federal local match.

Please note: If for any reason a sub-grantee anticipates any delays with exhausting any GEMA/HS EMPG Awards, the sub-grantee will be required to submit a written request to GEMA/HS no later than 60 days prior to the expiration of the period of performance and must include a justification for the extension. This justification must also demonstrate that work is in progress and that it can be completed within the extended period of performance. A request for extension will not be accepted after **May 4, 2020** for the FY 2019 GEMA/HS EMPG Program. An extension request application should be submitted by the local EMA Director to GEMA/HS

Area FC, who will then submit the recommendation for extension to the Field Operations Manager; the Field Operations Manager will approve or deny the request.

Types of Match:

- Cash Match (hard match) includes non-federal cash spent for project-related costs, according to the program guidance. All non-federal local cash match must meet the same training and exercise requirements as the EMPG Award.
- In-kind Match (soft match) includes, but is not limited to, the valuation of in-kind services. “In-kind” is the value of something received or provided that does not have a cost associated with it. For example, if in-kind match (other than cash payments) is utilized, then the value of donated services could be used to comply with the match requirement. Also, third party in-kind contributions may count toward satisfying match requirements provided the grantee receiving the contributions expends them as allowable costs.

What **does not** constitute a match:

- Cost-sharing already committed by your jurisdiction to another award or grant.
- Federal funding received through another program may not be considered as non-federal cost share.
- Costs incurred prior to or after the FY 2019 GEMA/HS EMPG Performance Period are not allowable.

V. FY 2019 GEMA/HS Local EMPG Program Timeline

July 1, 2019	Beginning of the FY 2019 GEMA/HS EMPG Program Performance Period.
July 9, 2019	FY 2019 GEMA/HS Local EMPG Program Guidance released via FCs FY 2019 EMPG Work Plan made available via FC.
July 31, 2019	Deadline for the submission of financial documentation for all FY 2018 and prior fiscal year GEMA/HS EMPG Award Programs. Documentation of expenditures and match will be required.
May 4, 2020	Deadline for submission of an Extension Request for the FY 2019 GEMA/HS EMPG performance period.
June 30, 2020	End of FY 2019 GEMA/HS EMPG Performance Period. Deadline for submission of GEMA/HS EMPG Annual Work Plan to the FC by EMAs for FY 2020 GEMA/HS EMPG Eligibility.
July 1, 2020	Beginning of the FY 2020 GEMA/HS EMPG performance period.

July 31, 2020	Deadline for submission to GEMA/HS of financial documentation for all FY 2019 GEMA/HS EMPG Award Programs via Georgia EMGrantsPro System (FY 2019 GEMA/HS EMPG Local Entity Annual Report).
August 3, 2020	GEMA/HS begins review of all FY 2019 GEMA/HS EMPG Local Entity Annual Reports (LEAR). The LEAR can be found in the Support Documents section of this guidance.
September 7, 2020	GEMA/HS begins audit of FY2018 EMPG local awards for financial documentation.
December 30, 2020	FY 2019 GEMA/HS EMPG Program sub-grantee EMPG closeout.

VI. Application Information

1. Base Award

The FY 2019 GEMA/HS EMPG Program Guidance will be available through the GEMA/HS FC. Once the FY 2019 EMPG award has been received by GEMA/HS a notice will be sent out to EMAs that the Base Award application is available via Georgia EMGrantsPro System.

The following required document should be downloaded, completed, and uploaded to Georgia EMGrantsPro System.

- **Certification Regarding Lobbying; Debarment, Suspension, and Drug Free Workplace**

a. Eligible Activities

The Department of Homeland Security (DHS) Notice of Funding Opportunity (NOFO) Fiscal Year 2019 EMPG objectives are:

- Cybersecurity;
- Infrastructure Systems;
- Economic Recovery;
- Housing;
- Natural and Cultural Resources; and
- Supply Chain Integrity and Security

The selection of appropriate systems, equipment or activities is a local decision. See the U.S Department of Homeland Security Responder's Knowledge Base (RKB) at <https://www.fema.gov/authorized-equipment-list> for the EMPG Authorized Equipment List (AEL) and other eligible activities.

Note: The Base Award application is being completed and submitted through the Georgia EMGrantsPro System.

2. Environmental and Historical Preservation (EHP) Compliance

Because EMPG is a federally funded program, capital improvement projects are required to undergo an environmental and historic preservation (EHP) review. All projects proposing the placement of equipment or other physical activities may require an EHP impact review. These types of projects require the completion of all environmental impact and historical preservation documents before the authorized work can proceed. *It is the applicant's responsibility to facilitate EHP review and provide the findings to GEMA/HS.* The Federal Emergency Management Agency (FEMA) EHP Application can be found in the Support Documents section of this guidance.

3. Federal Funding Authorization:

The federal rules and regulations guiding the FY 2019 GEMA/HS EMPG Program are found in the FY 2019 EMPG NOFA Announcement issued by the DHS/FEMA. This guidance can be found at <http://fema.gov/grants>.

4. Assistance with Completion of the Application Package:

All applicants are encouraged to consult with their GEMA/HS FC for questions concerning the FY 2019 GEMA/HS EMPG Awards. Should your GEMA/HS FC be unavailable, please contact Chuck Ray, GEMA/HS Field Operations Manager, GEMA/HS EMPG Program Manager at (912) 687-2399 or email your questions to chuck.ray@gema.ga.gov. In addition, Yves Wilkerson, Grants Specialist, is available to assist with Georgia EMGrantsPro System issues and inquiries at (404) 635-7095 or HSgrants@gema.ga.gov.

VII. Financial and Programmatic Monitoring

Federal law requires the sub-grantee to retain their records for a period of three (3) years following the *date of the closure* of the grant award, as the documentation could be subjected to a state and/or federal audit.

Each GEMA/HS EMPG sub-grantee will be required to submit a GEMA/HS EMPG LEAR which reflects the allocation of EMPG funds by line item categories, as well as the source and nature of the local matching funds.

The GEMA/HS EMPG Grants Specialist will review all the GEMA/HS EMPG LEAR ensure EMPG funds and any required matching funds are expended in ways that meet the 44 Code of Federal Regulations (CFR), Emergency Management and Assistance; and the Office of Management and Budget (OMB) Circular 2 CFR, Part 200, Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards. GEMA/HS EMPG sub-grantees will be monitored biannual by GEMA/HS Field Operations Staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirement, timeline, milestone completion, budgets, and other related program criteria are being met. Monitoring may be accomplished through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance and administrative processes, policies and activities and will identify areas where technical assistance and other support may be needed.

Any sub-grantee unable to provide adequate supportive documentation shall be subjected to an on-site monitoring visit and programmatic audit of all expenditures and match claims. If supportive

documentation is not provided; then GEMA/HS shall require repayment of unsubstantiated and/or EMPG funds expended on ineligible expenditures.

Any sub-grantee unable to provide supportive documents shall, in addition to being forced to repay the undocumented claims, will also be subject to an annual onsite monitoring visit to ensure EMPG funds are adequately documented.

Any sub-grantee with outstanding requirements to submit supportive documentation or who fails to cooperate fully to reimburse GEMA/HS for ineligible expenditures or match claims shall not be eligible to receive additional EMPG funding until the issues are resolved.

VIII. Support Documents

These support documents are provided to assist you with completion of the Base Award and for collecting the required match and records for the GEMA/HS EMPG total award.

1. GEMA/HS FY 2019 EMP Tangible Property Report form is to be used when using EMPG funds for the purchasing of any equipment. The equipment should be listed on FEMA/ AEL and is equal to \$5,000 or greater in unit cost. The AEL can be found at, <https://www.fema.gov/authorized-equipment-list>.
2. GEMA/HS Course Roster form can be used to capture in-kind (soft) non- federal match when a local jurisdiction holds training, exercises or other meetings pertaining to the local EM program.
3. The Volunteer Time Values Table estimate, created by the *Independent Sector*, Washington D.C. Organizations can use this estimate to quantify the enormous value volunteers provide. https://independentsector.org/resource/vovt_details/.
4. GEMA/HS EMPG FY2019, In-Kind Volunteer Spreadsheet. This document can be used to capture in-kind volunteer work that directly pertains to the local EM program.
5. LEAR capture sub-grantee allocation of funds by line item categories, as well as the source and nature of the local matching funds. The document should be filled-out and submitted after sub-grantee EMPG funds have been expended. The form should be uploaded to the Georgia EMGrantsPro System in the sub-grantee EMPG account for FY19.
6. FEMA/EHP application and guidelines. This information (if applicable) will be completed in the Georgia EMGrantsPro System.

SUPPORT DOCUMENTS

GEORGIA EMERGENCY MANAGEMENT AGENCY/HOMELAND SECURITY
COURSE ROSTER

COURSE TITLE: _____ COURSE DATE: _____ HOURS: _____

LOCATION: _____ INSTRUCTOR SIGNATURE: _____

Note: If a name is not legible and/or last four Social Security numbers are not provided, the student will NOT receive credit for the course. You must complete a student profile at the GEMA/HS Training Registration website <https://training.gema.ga.gov/TRS/> to receive a certificate of completion.

Student's Name	<i>If Yes Check Box (See Below)</i>	Last four SS #	Agency/Organization	Agency/Organization Address
Ex: JOHN DOE		1234	ANYWHERE COUNTY	125 MAIN ST., ANYWHERE, GA

"I authorize GEMA/HS to use the value of this training for federal costs sharing matching purposes and do not otherwise believe that I am currently paid with federal funds or that my salary is being used to satisfy any other federal costs sharing obligation."

Dollar Value of a Volunteer Hour, by State: 2018

Please note that 2018 is the latest year for which state-by-state numbers are available. There is a lag of almost one year in the government's release of state level data which explains why the state volunteering values are one year behind the national value. New data is released in June of each year. Please refer to the following link for updated information; https://independentsector.org/resource/vovt_details/

Alabama: \$22.65	Indiana: \$24.13	Nebraska: \$24.01	South Carolina: \$23.21
Alaska: \$27.88	Iowa: \$23.41	Nevada: \$22.61	South Dakota: \$21.91
Arizona: \$24.83	Kansas: \$23.35	New Hampshire: \$25.76	Tennessee: \$22.67
Arkansas: \$20.49	Kentucky: \$21.42	New Jersey: \$28.82	Texas: \$25.10
California: \$29.95	Louisiana: \$22.76	New Mexico: \$21.20	Utah: \$24.99
Colorado: \$28.02	Maine: \$23.12	New York: \$30.18	Vermont: \$24.60
Connecticut: \$31.05	Maryland: \$28.65	North Carolina: \$24.19	Virginia: \$27.50
Delaware: \$25.38	Massachusetts: \$32.15	North Dakota: \$25.77	Washington: \$31.72
Dist. of Columbia: \$41.72	Michigan: \$24.85	Ohio: \$24.05	West Virginia: \$22.29
Florida: \$24.04	Minnesota: \$28.15	Oklahoma: \$22.95	Wisconsin: \$25.12
Georgia: \$25.78	Mississippi: \$19.70	Oregon: \$25.40	Wyoming: \$24.60
Hawaii: \$26.87	Missouri: \$23.96	Pennsylvania: \$24.94	
Idaho: \$22.14	Montana: \$23.09	Rhode Island: \$26.82	
Illinois: \$26.89			

SOURCE:

INDEPENDENT SECTOR
 1602 L Street, NW, Suite 900
 Washington, DC 20036
<http://independentsector.org>
 202-467-6100 phone
 202-467-6101 fax



Georgia Emergency Management Agency/ Homeland Security

Emergency Management Performance Grant
CFDA 97.042

Local Entity Annual Report (LEAR) FY19 Emergency Management Performance Grant (EMPG)

Recipient Name and Address: (County/Organization Name)

Award Number:

ATTN:

Period Covered:

Address change

- Retain all receipts, proof of payment, Ledger Reports/Accounting Records, etc... for possible audit by GEMA/HS and/or Federal government.
- **The document should be uploaded to Georgia EMGrantsPro System into sub-grantee EMPG FY19 account.**
- Report due on or before July 31, 2019.

Project Expenses

	FEDERAL	LOCAL CASH MATCH	LOCAL/ IN-KIND MATCH	TOTAL
Personnel	_____	_____	_____	\$ _____
Fringe Benefits	_____	_____	_____	\$ _____
Travel	_____	_____	_____	\$ _____
Supplies	_____	_____	_____	\$ _____
Equipment*	_____	_____	_____	\$ _____
Contractual	_____	_____	_____	\$ _____
Other Expenses **	_____	_____	_____	\$ _____
Total Costs	\$ _____	\$ _____	\$ _____	\$ _____

* Equipment equal to or greater than \$5,000 per unit and that have a useful life equal to or greater than one year should be entered on the **attach** Tangible Property Report.

** If an amount is entered for "Other Expenses", please provide an itemized list of charges on the attached Additional Information Worksheet.



Georgia Emergency Management Agency/ Homeland Security

Emergency Management Performance Grant
CFDA 97.042

Additional Information Worksheet Itemized Expenses and AEL Numbers

Other Expenses Category, Itemized:

Description	Amount

Supplies Category, Equipment < \$5,000:

AEL #	Description	Amount

Equipment Category, Equipment => \$5,000:

AEL #	Description	Amount



Georgia Emergency Management Agency/ Homeland Security

Emergency Management Performance Grant
CFDA 97.042

Local Entity Annual Report

FY 2019 GEMA/HS EMPG Program

Award Number: OEM19-

Special Instructions:

The Georgia Emergency Management and Homeland Security Agency (GEMA/HS) adopted the state fiscal year period as the GEMA/HS EMPG Program for FY 2019. The period of performance for this award is July 1, 2019 through June 30, 2020. All expenses must be incurred during this timeframe.

If you have any questions, please contact Yves Wilkerson, Grants Specialist, at yves.wilkerson@gema.ga, 404-635-7364 or 1-800-TRY-GEMA.

Certification:

Under penalty of perjury, I certify that all expenses, including local match (cost share) expenses, listed on page one of this report are in accordance with the Office of Management and Budget “Uniform Guidance” (<http://www.grants.gov/web/grants/learn-grants/grant-policies/omb-uniform-guidance-2014.html>), Title 44 of the Code of Federal Regulations, Chapter 1 Part13 (<http://www.gpoaccess.gov/cfr/index.html>), and the FY 2019 Emergency Management Performance Grant Program guidance document located online at <https://www.fema.gov/media-library/assets/documents/131989#>.

Authorized Sub-Grantee

Typed/Printed Name & Title: _____

Signature: _____ Date: _____

Sub-Grantee Financial Director

Typed/Printed Name & Title: _____

Signature: _____ Date: _____

Email: _____ Phone: _____

Award Point of Contact Typed/Printed Name: _____

Email: _____ Phone: _____



Georgia Emergency Management Agency/ Homeland Security

Emergency Management Performance Grant (EMPG)
CFDA 97.042

Expense Type

Federal – Activities or Services that are a Direct Cost benefiting a specific project. For Example: Salaries for project staff and materials required for a particular project, etc.... The Federal Amount Awarded.

Local Cash Match (hard) – Cash spent for project-related costs under a grant agreement. Allowable cash match must include only those costs which are allowable with Federal Funds in compliance with the program guidance and/or program regulations, 44 CFR 13, and 2 CFR 225. This means Non-Federal cash spent for project-related costs, according to the program guidance. This type of Match is paid with County Funds and should be able to be tracked by the County Department through cost share budgets and activity codes that verify cost share expenses in the county's accounting system. For Example: Salary/Benefits of persons involved in the EM Program, such as EM Director, Assistant Director, Administrative Assistant, etc....; Supplies; Travel; Equipment; etc....

Local In-Kind Match (soft) – Also known as Third-Party Match. Means contributions of reasonable value or property or services in lieu of cash which benefit a federally assisted project. "In-Kind" is the value of something received or provided that does not have a cost associated with it. For Example: Donated Resources/Volunteer Labor. This type of match may only be used if not restricted or prohibited by program statute, regulation or guidance and must be supported with source documentation. Only property or services that are in compliance with program guidance and/or program regulations, 44 CFR 13, and 2 CFR 225 are allowable.



Georgia Emergency Management Agency/ Homeland Security

Emergency Management Performance Grant (EMPG)
CFDA 97.042

Budget Categories

Personnel – Includes Wages, Salaries, and Overtime paid to employees of the grantee organization who are directly involved in the grant implementation.

Fringe Benefits – Includes the costs of employer’s share of FICA, Health Insurance, Workers’ Compensation, Vacation, and associated Fringe Benefits for employees working directly on the EMPG Project.

Travel – Travel costs (e.g., airfare, mileage, per diem, and hotel) are allowable as expenses by employees who are on travel status for official business related to the EMPG Project. Domestic ONLY are allowed under this program, International travel is not allowed unless approved in advance by FEMA.

Supplies – All consumer materials costing less than \$5,000 per unit. Supplies are items that are expended or consumed during the course of the planning and conducting of activities for the EMPG Project. (e.g., gloves, non-sterile masks, disposable protective equipment, etc....). Equipment less than \$5,000 should be recorded under the “Supplies” category and must be allowable on the Authorized Equipment List (AEL – <https://www.fema.gov/authorized-equipment-list>). Please Include AEL Number.

Equipment – Equipment for this category refers to non-expendable personal property equal to or greater than \$5,000 per unit and that has a useful life more than 1 year. Equipment less than \$5,000 should be recorded under the “Supplies” category. All Equipment, whether equal to, less than, or greater, must be listed as allowable on the Authorized Equipment List (AEL – <https://www.fema.gov/authorized-equipment-list>). Please Include AEL Number.

Contractual – The cost of any contract of sub-grant agreement.

Other Expenses – Direct Costs that do not fit any of the aforementioned categories. Please provide an itemized list of Other Expenses.

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OMB Control#: 1660-0115
Expiration Date: 01/31/2017
FEMA Form: 024-0-1

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)
ENVIRONMENTAL AND HISTORIC PRESERVATION SCREENING FORM

Directions for completing this form: This form is designed to initiate and facilitate the environmental and historic preservation (EHP) compliance review for your FEMA preparedness grant-funded project(s). FEMA conducts its EHP compliance reviews in accordance with National Environmental Policy Act (NEPA) and other EHP-related laws and executive orders. In order to initiate EHP review of your project, you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds. ***Be advised that completion of this form does not complete the EHP review process.*** You will be notified by FEMA when your review is complete and/or if FEMA needs additional information.

There is no need to complete and submit this form if the grant scope is limited to planning, management and administration, classroom-based training, tabletop exercises and functional exercises, or purchase of mobile and portable equipment where no installation is needed. The following website has additional guidance and instructions on the EHP review process and the information required for the EHP review: at <http://www.fema.gov/medialibrary/assets/documents/85376>.

Submit completed form to GPDEHPInfo@fema.dhs.gov. Please use the subject line: EHP Submission: Include the Project Title, Fire Department Name and Grant Award Number (**Example, EHP Submission: Source Capture System, Main Street Fire Department, EMW-2014-FO-0xxx**)

Paperwork Burden Disclosure Notice

Public reporting burden for this form is estimated to average 8 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting the form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, Washington, DC, 20472, Paperwork Reduction Project (1660-0115).

SECTION A. PROJECT INFORMATION

DHS Grant Award Number: _____

Grant Program: _____

Grantee _____

Grantee POC: _____

Mailing address: _____

E-mail: _____

Sub grantee: _____

Sub-grantee POC: _____

Mailing address: _____

E-mail: _____

Estimated cost of project: _____

Project title: _____

Project location (physical address or latitude-longitude): _____

Project Description. Provide a complete project description. The project description should contain a summary of what specific action is proposed, where it is proposed, how it will be implemented. Include a brief description of the objectives the project is designed to accomplish (the purpose), and the reason the project is needed. Use additional pages if necessary. If multiple sites are involved, provide the summary for each site:

SECTION B. PROJECT TYPE

Based on the proposed project activities, determine which project type applies below and complete the corresponding sections that follow. For multi-component projects or those that may fit into multiple project types, complete the sections that best apply and fully describe all major components in the project description. If the project involves multiple sites, information for each site (such as age of structure, location, ground disturbance, etc.) must be provided. Attach additional pages to this submission, if needed.

1. **Purchase of equipment.** Projects in this category involve the purchase of equipment that will require installation on or in a building or structure. Complete other portions of Section B as needed. Complete Section C.1.
2. **Training and exercises.** Projects in this category involve training exercises with any field-based components, such as drills or full-scale exercises. Complete Section C.2.
3. **Renovations/upgrades/modifications or physical security enhancements to existing structures.** Projects in this category involve renovations, upgrades, retrofits, and installation of equipment or systems in or on a building or structure. Examples include, but are not limited to: interior building renovations; electrical system upgrades; sprinkler systems; vehicle exhaust systems; closed circuit television (CCTV) cameras; security fencing; access control for an area, building, or room; bollards; motion detection systems;

alarm systems; security door installation or upgrades; lighting; and audio-visual equipment (projectors, smart boards, whiteboards, monitors, displays, and projector screens). Complete Section C.3.

- 4. **Generator installation.** Projects in this category involve installation of new or replacement generators, to include the concrete pads, underground fuel and electric lines, and if necessary, a fuel storage tank. Complete Section C.4.
- 5. **New construction/addition.** Projects in this category involve new construction, addition to, or expansion of a facility. These projects involve construction of a new building, or expansion of the footprint or profile of a current structure. Complete Section C.5.
- 6. **Communication towers, antennas, and related equipment.** Projects in this category involve construction of new or replacement communications towers, or installation of communications-related equipment on a tower or building or in a communications shelter or building. Complete Section C.6.
- 7. **Other.** Projects that do not fit in any of the categories listed above. Complete Section C.7.

SECTION C. PROJECT TYPE DETAILS

Check the box that applies to the proposed project and complete the corresponding details.

- 1. **Purchase of equipment.** *If the entire project is limited to purchase of mobile/portable equipment and there is no installation needed, this form does not need to be completed and submitted.*
 - a. Specify the equipment, and the quantity of each: _____
 - b. Provide the Authorized Equipment List (AEL) number(s) (if known): _____
 - c. Complete Section D.

- 2. **Training and exercises.** *If the training is classroom and discussion-based only, and is not field-based, this form does not need to be completed and submitted.*
 - a. Describe the scope of the proposed training or exercise (purpose, materials, and type of activities required): _____
 - b. Provide the location of the training (physical address or latitude-longitude): _____
 - c. Would the training or exercise take place at an existing facility which has established procedures for that particular proposed training or exercise, and that conforms with existing land use designations? For further information, refer to policy guidance at <http://www.fema.gov/media-library/assets/documents/85376>: Yes No
 - If Yes, provide the name of the facility and the facility point of contact (name, telephone number, and email address): _____
 - If No, provide a narrative description of the area where the training or exercise would occur (e.g., exercise area within four points defined by latitude/longitude coordinates): _____

- Does the field-based training/exercise differ from previously permitted training or exercises in any way, including, but not limited to frequency, amount of facilities/land used, materials or equipment used, number of participants, or type of activities? Yes No

- If Yes, explain any differences between the proposed activity and Those that were approved in the past, and the reason(s) for the change in scope:

- If No, provide reference to previous exercise (e.g., FEMA grant name, number, and date):

- d. Would any equipment or structures need to be installed to facilitate training? Yes No

- If Yes, complete Section D

3. **Renovations/upgrades/modifications, or physical security enhancements to existing structures.**

- a. Complete Section D.

4. **Generator installation.**

a. Provide capacity of the generator (kW):

b. Identify the fuel to be used for the generator (diesel/propane/natural gas):

c. Identify where the fuel for the generator would be stored (e.g. stand-alone tank, above or below ground, or incorporated in generator):

- d. Complete Section D.

5. **New construction/addition.**

a. Provide detailed project description (site acreage, new facility square footage/number of stories, utilities, parking, storm-water features, etc.):

b. Provide technical drawings or site plans of the proposed project: Attached

- c. Complete Section D.

6. **Communication towers, antennas, and related equipment.**

a. Provide the current net height (in feet above ground level) of the existing tower or building (with current attached equipment):

b. Provide the height (in feet above ground level) of the existing tower or building after adding/replacing equipment:

Complete items 6.c through 6.q below ONLY if this project involves construction of a new or replacement communications tower. Otherwise continue to Section D.

Information regarding National Historic Preservation Act Section 106 Review Requirements for Communications Facilities and information on EHP requirements for communications towers is available at:

<http://www.fema.gov/media-library/assets/documents/85376>.

- c. Provide the ground-level elevation (feet above mean sea level) of the site of the proposed communications tower:
- d. Provide the total height (in feet above ground level) of the proposed communications tower or structure, including any antennas to be mounted:
 - If greater than 199 feet above ground level, state why this is needed to meet the requirements of the project:
- e. Would the tower be free-standing or require guy wires? Free standing Guy wires
 - If guy wires are required, state number of bands and the number of wires per band:
 - Explain why a guyed tower is needed to meet the requirements of this project:.....
- f. What kind of lighting would be installed, if any (e.g., white strobe, red strobe, or steady burning)?.....
- g. Provide a general description of terrain (e.g., mountainous, rolling hills, flat to undulating):
- h. Describe the frequency and seasonality of fog/low cloud cover:.....
- i. Provide a list of habitat types and land use at and adjacent to the tower site (within 1/2 mile), by acreage and percentage of total (e.g., woodland conifer forest, grassland, agriculture) water body, marsh:
- j. Is there evidence of bird roosts or rookeries present within 1/2 mile of the proposed site?..... Yes No
 - Describe how presence/absence of bird roosts or rookeries was determined:
- k. Identify the distance to nearest wetland area (e.g., forested swamp, marsh, riparian, marine) and coastline if applicable:
- l. Distance to nearest existing telecommunication tower:
- m. Have measures been incorporated for minimizing impacts to migratory birds?..... Yes No
 - If Yes, describe:.....
- n. Has a Federal Communications Commission (FCC) registration been obtained for this tower?..... Yes No
 - If Yes, provide Registration #:
 - If No, why?.....
- o. Has the FCC E106 process been completed?..... Yes No
- p. Has the FCC Tower Construction Notification System (TCNS) process been completed?..... Yes No
 - If Yes, attach the environmental documentation submitted as part of the registration process including use of the Tower Construction

Notification System (TCNS), if applicable. FRN#: _____

q. Would any related equipment or structures need to be installed (e.g., backup generator and fuel source, communications shelter, fencing, or security measures)?..... Yes No

- If Yes, explain where and how each installation would be done. Provide details about generator capacity (kW), fuel source, fuel location and tank volume, amount of fencing, and size of communication shelter: ... _____

r. Complete Section D.

7. **Other.** Complete this section if the proposed project does not fit any of the categories above.

a. Provide a complete project description: _____

b. Complete Section D.

SECTION D. PROJECT DETAILS

Complete all of the information requested below.

1. **Project installation**

a. Explain how and where renovations/upgrades/modifications would take place, or where equipment/systems will be installed: _____

b. Would ground disturbance be required to complete the project or training? Yes No

- If Yes, provide total extent (depth, length, and width) of each ground-disturbing activity. Include both digging and trenching. For example, light poles and fencing have unique ground-disturbing activities (e.g., six light poles, 24" dia. x 4' deep; trenching 12" x 500' x 18" deep; 22 fence posts, 12" diameter x 3' deep, and 2 gate posts, 18" diameter x 3' deep): _____

- If Yes, describe the current disturbed condition of the area (e.g., parking lot, road right-of-way, commercial development): _____

c. Would the equipment use the existing infrastructure for electrical distribution systems? Yes No

- If No, describe power source and detail its installation at the site: _____

2. **Age of structure/building at project site**

a. Provide the year existing building(s) or structure(s) on/in/nearest to the location involved in the proposed project was built: _____

- If the building or structure involved is over 45 years old and

significant renovation, rehabilitation, or modification has occurred,
provide the year(s) modified and briefly describe the nature of
the modification(s):

- b. Are there any structures or buildings that are 50 years old or older in or adjacent to the project area? Yes No
 - If yes, provide the location of the structure(s), ground-level color photographs of the structure(s), and identify their location(s) on an aerial map:

- c. Is the project site listed in the National Register of Historic Places (National Register), or in/near a designated local or National Register Historic District? The internet address for the National Register is: <http://nrhp.focus.nps.gov>..... Yes No
 - If Yes, identify the name of the historic property, site and/or district and the National Register document number:

3. **Site photographs, maps and drawings**

- a. Attach site photographs. Site photographs are required for all projects. Use the following as a checklist for photographs of your project. Attach photographs to this document or as accompanying documents in your submission.
 - Labeled, color, ground-level photographs of the project site: Required
 - Labeled, color photograph of each location where equipment would be attached to a building or structure: Required
 - Labeled, color aerial photograph of the project site: Required
 - Labeled, color aerial photographs that show the extent of ground disturbance (if applicable): Attached
 - Labeled, color ground-level color photographs of the structure from each exterior side of the building/structure (applicable only if building/structure is more than 45 years old): Attached

- b. Are there technical drawings or site plans available? Yes No
 - If yes, attach: Attached

Appendix A has guidance on preparing photographs for EHP review

4. **Environmental documentation**

- a. Is there any previously completed environmental documentation for this project at this proposed project site (e.g., Environmental Assessment, or wetland delineation, or cultural/archaeological study)? Yes No
 - If Yes, attach documentation with this form: Attached

- b. Is there any previously completed agency coordination for this project (e.g., correspondence with the U.S. Fish and Wildlife Service, State Historic Preservation Office, Tribal Historic Preservation Office)? Yes No
 - If Yes, attach documentation with this form: Attached

c. Was a NEPA document prepared for this project? Yes No

• If Yes, what was the decision? (Check one, and please attach):

Finding of No Significant Impact (FONSI) from an Environmental Assessment (EA) or

Record of Decision (ROD) from an Environmental Impact Statement (EIS).

Name of preparing agency: ... _____

Date approved: _____

Appendix A. Guidance for Supporting Photographs for EHP Grant Submissions

Photographs are a vital component of the EHP review process and add an additional level of understanding about the nature and scope of the project. They also provide pre-project documentation of site conditions. Please follow the guidance provided below when preparing photographs for your EHP submission. The following pages provide examples of best practices used in earlier EHP submissions.

Minimum requirements for photographs.

1. Photographs should be in color.
2. Label all photographs with the name of facility, location (city/county, state) and physical location (physical address or latitude-longitude).
3. Label the photographs to clearly illustrate relevant features of the project, such as location of installed features (e.g., cameras, fences, sirens, antennas, generators) and ground disturbance. See examples below.
4. Identify ground disturbance. Adding graphics to a digital photograph is a means to illustrate the size, scope and location of ground disturbing activities.

Best Practices

1. Provide photographs in a separate file.
2. Place no more than 2 pictures per page.
3. Compressing pictures files (such as with Microsoft Picture Manager)¹ or saving the file in pdf format will reduce the size of the file and facilitate e-mail submissions.
4. Identify the photograph file with the project name so that it can be matched to the corresponding FEMA EHP screening form.
5. Maximum file size for enclosures should not exceed 12 MB. If the total size of files for an EHP submission exceeds 12 MB, send the submission in multiple e-mails.
6. If necessary, send additional photographs or data in supplemental e-mails. Please use the same e-mail subject line with the additional label: 1 of x, 2 of x, . . . x of x.

Options for Creating Photographs

1. Obtain an aerial photo. There are multiple online sources for aerial photographs.
2. For the aerial photo, use the screen capture feature (Ctrl + Print Screen keys) and copy the image to photo editing software, such as Paint, or PhotoShop.¹ Use that software to crop the image so the photo has the content necessary.
3. Open PowerPoint, or other graphics-oriented software, and paste the aerial or ground-level photograph on the canvas.
4. Use drawing tools, such as line drawing and shapes, to indicate the location of project features (for example: fencing, lighting, sirens, antennas, cameras, generators).
5. Insert text to label the features and to label the photograph.
6. Use drawing tools to identify ground-disturbing activities (if applicable).
7. Save the file with the project name or grant number so that it can be appropriately matched to the corresponding FEMA EHP screening form. Include this file with the EHP screening when submitting the project.

Example Photographs

Aerial Photographs. The example in Figure 1 provides the name of the site, physical address and proposed location for installing new equipment. This example of a labeled aerial photograph provides good context of the surrounding area.



Figure 1. Example of labeled, color aerial photograph.

Ground-level photographs. The ground-level photograph in Figure 2 supplements the aerial photograph in Figure 1, above. Combined, they provide a clear understanding of the scope of the project. This photograph has the name and address of the project site, and uses graphics to illustrate where equipment will be installed.



Figure 2. Example of ground-level photograph showing proposed attachment of new equipment

Ground-level photograph with equipment close-up.

Figure 3 includes a pasted image of a CCTV camera that would be placed at the project site. Using desktop computer software, such as PowerPoint,¹ this can be accomplished by inserting a graphic symbol (square, triangle, circle, star, etc.) where the equipment would be installed. This example includes the name and location of the site. The site coordinates are in the degree-minute-second format.

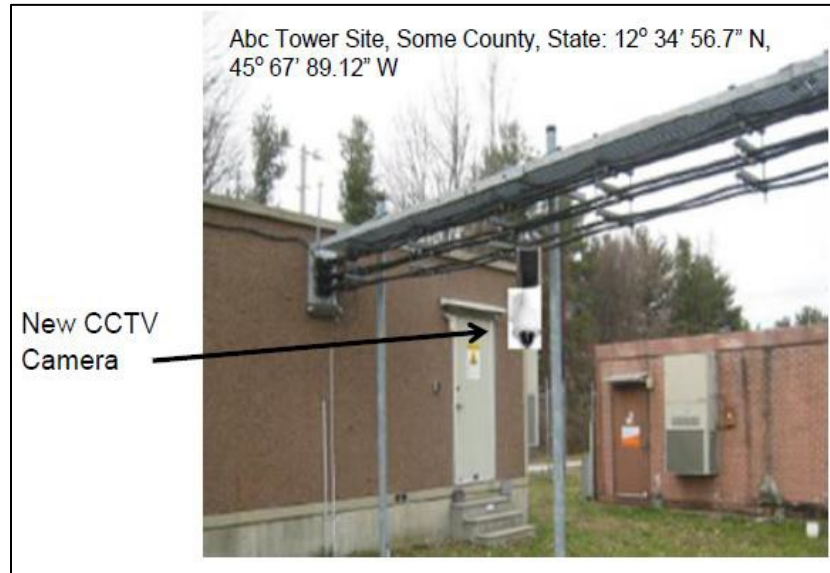


Figure 3. Ground-level photograph with graphic showing proposed equipment installation.

Ground-level photograph with excavation area close-up.

The example in Figure 4 shows the proposed location for the concrete pad for a generator and the ground disturbance to connect the generator to the building's electrical service. This information can be illustrated with either an aerial or ground-level photograph, or both. This example has the name and physical address of the project site.

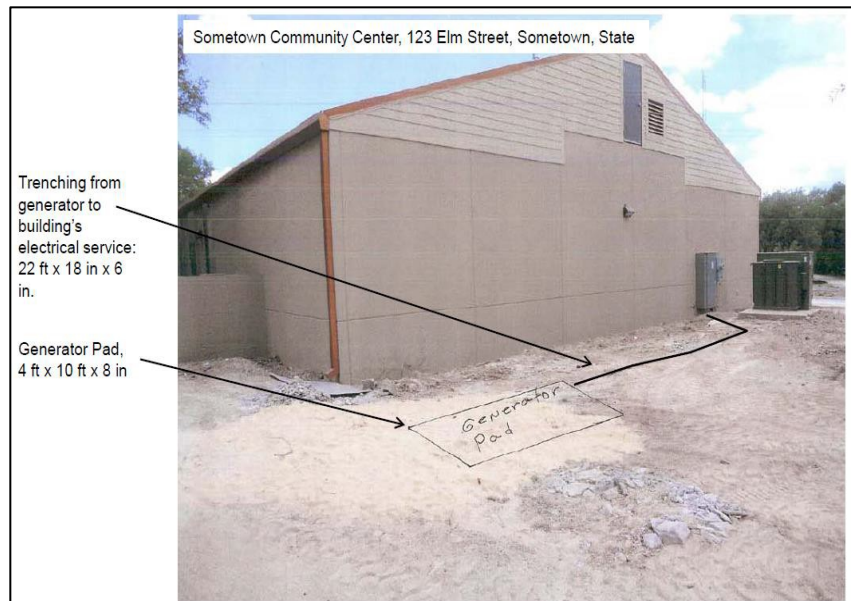


Figure 4. Ground-level photograph showing proposed ground disturbance area.

Communications equipment photographs. The example in Figure 5 supports a project involving installation of equipment on a tower. Key elements are identifying where equipment would be installed on the tower, name of the site and its location. This example provides site coordinates in decimal format.

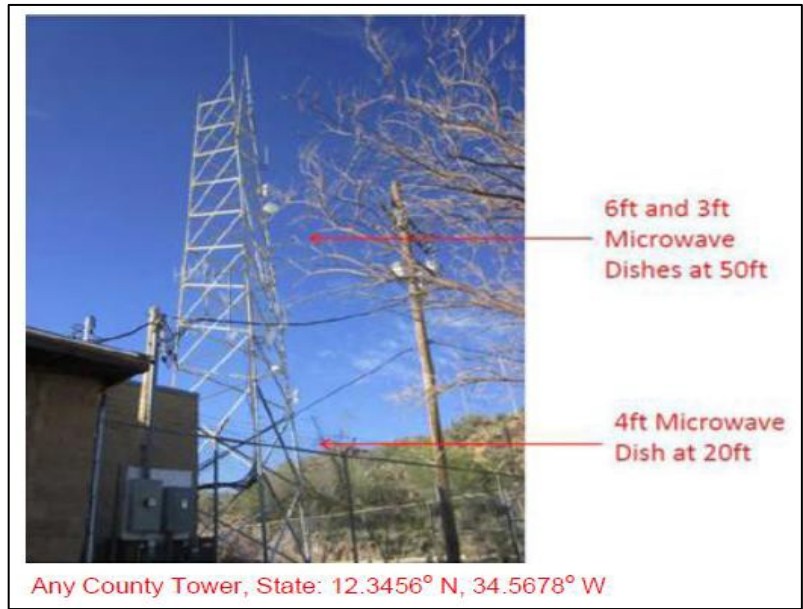


Figure 5. Ground-level photograph showing proposed locations of new communications equipment on an existing tower.

Interior equipment photographs. The example in Figure 6 shows the use of graphic symbols to represent security features planned for a building. The same symbols are used in the other pictures where the same equipment would be installed at other locations in/on the building. This example includes the name of the facility and its physical address.

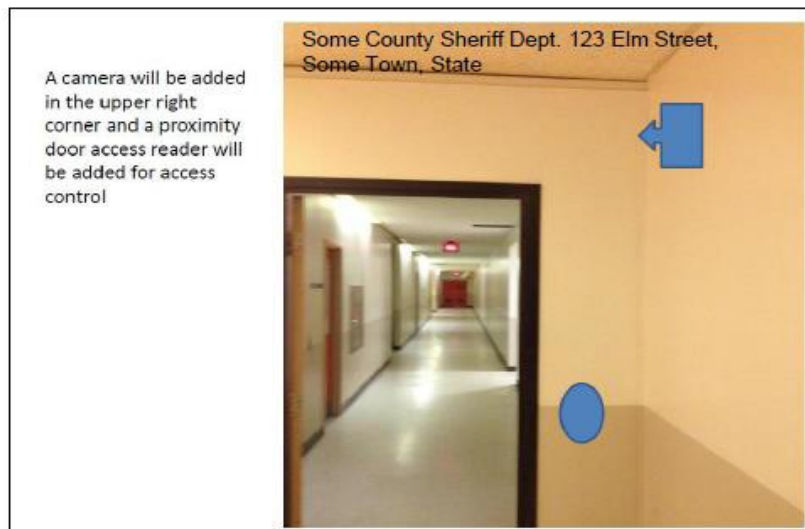


Figure 6. Interior photograph showing proposed location of new equipment.

Ground-level photographs of nearby historic structures and buildings. Consultation with the State Historic Preservation Office (SHPO) may be required for projects involving structures that are more than 50 years old, or are on the National Register of Historic Places. In that event, it will be necessary to provide a color, ground-level photograph of each side of the building/structure.

Appendix A. Supporting Photographs for EHP Grant Submissions

¹ Use of brand name does not constitute product endorsement, but is intended only to provide an example of the type of product capable of providing an element of the EHP documentation.